



Administrative Procedure

PRC-PRO-SH-11166

Control of Working Hours and Working Alone

Revision 0, Change 2

**Published: 6/25/09
Effective: 6/25/09**

**Project: CH2M HILL Plateau Remediation Company
Topic: Occupational Safety & Industrial Hygiene**

**Technical Authority: R.O. Zimmerman
Functional Manager: T.L. Vaughn**

<h1>Administrative Use</h1>

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Effective Date: 6/25/09

CHANGE SUMMARY**AJHA:** N/A**Periodic Review Due Date:** 4/1/2014**HRB Date:** N/A**Validation Date:** N/A**Rev. 0, Chg. 2 PR#:** PRC-09-0677**USQ Screen Number:**

Editorial: Exempt per Table B-1

TP: GCX-2

Description of Change

Step 2.1.5: changed reference and identification of procedure steps.

Section 4.0: corrected format of Appendix reference.

Rev. 0, Chg. 1; 5/17/09: Editorial changes to align with current CHPRC procedures format, and reference and form numbers and titles.

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1.0 INTRODUCTION

1.1 Purpose and Scope

This Level 1 Procedure identifies the requirements for controlling extended work hours (overtime) to minimize the potential of creating undue employee fatigue, and assigning employees to work alone. These requirements are applicable to CH2M HILL Plateau Remediation Company (CHPRC) Team employees involved in CHPRC scope of work.

1.2 Implementation

This procedure is effective upon publication.

2.0 PROCESS

2.1 Assigning Extended Work Hours

Actionee	Step	Action
All Employees	1.	Do not work continuously for more than 18 hours in any 24-hour period, excluding shift turnover time.
	2.	Do not work more than a total of 26 hours in any 48-hour period, excluding shift turnover time.
Actionee 2	3.	Do not work more than 72 hours in any 7-day period, excluding shift turnover time.
NOTE: <i>Travel time is not considered work time for the purpose of computing hours.</i>		
Director-level management, or above	4.	Do not work more than 14 days consecutively without at least two consecutive days of rest before the next workday, excluding shift turnover time.
	5.	Approve any exception to the work hour limits imposed by Steps <u>2.1.1</u> through <u>2.1.4</u> .
Chief Operating Officer (COO) or Chief Executive Officer (CEO)	6.	Pre-approve Double-Double work schedule assignment.

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Actionee	Step	Action
<p>NOTE 1: <i>Except during periods of extended shutdown, brief (less than 2 hours length) pre and post shift training sessions, and weather-related occurrences, extended working hours should not be indiscriminately assigned by whole work groups or shifts.</i></p> <p>NOTE 2: <i>Employees working extended hours should be monitored for the following:</i></p> <p>NOTE 3: <i>Before granting approval for extended work hours, the manager should consider the following factors. This list is not all-inclusive and serves as a guide to the factors that should be considered when deciding whether to extend employee work hours.</i></p>		
Managers / Supervisors	7.	<p>Consider extended work hours on an individual case-by-case basis.</p> <ul style="list-style-type: none"> a. <i>signs and symptoms of mental fatigue (e.g., alertness, slowed reactions, failure to respond, flawed logic/judgment, incorrect actions, reduced motivation).</i> b. <i>signs and symptoms of physical fatigue (e.g., tiredness, muscle discomfort, irritability, depression).</i> <ul style="list-style-type: none"> • <i>Could the employee create a risk to themselves or others as a result of fatigue?</i> • <i>Can the added workload be shared with other qualified employees within the same classification to reduce the burden on an individual employee?</i> • <i>Is it vital the work be performed on overtime? (That is, will there be an adverse affect on safety, health, or the environment if employees working for extended periods do not continue the task, or will it prevent a regulatory noncompliance?).</i>
	8.	<p>Extended work hours (overtime) shall be scheduled in the following priority:</p> <ul style="list-style-type: none"> • Working extra hours on a scheduled day off. • A two to four hour extension of work on a scheduled work day. • Six hour extension of work on a scheduled work day. • Nine hour extension on a scheduled work day.
Managers / Supervisors of Property-carrying commercial Motor Vehicle Drivers	9.	<p>Cannot operate commercial motor vehicles more than 11 hours, following 10 consecutive hours off duty; or for any period beyond the 14th hour after coming on duty, following 10 consecutive hours off duty.</p>

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Actionee	Step	Action
NOTE: A driver may restart a 7/8 consecutive day period after taking 34 or more consecutive hours off duty		

10. Cannot operate for any period after having been on duty 60 hours in any 7 consecutive days; or for any period after having been on duty 70 hours in any 8 consecutive days.

2.2 Assigning Employees to Work Alone

Actionee	Step	Action
NOTE 1: Consult with the appropriate Occupational Safety and /Industrial Hygiene organization where assistance is needed in evaluating the worker safety risks associated with working alone.		

NOTE 2: The following activities represent examples of typical two or more person assignments:

Managers /
Supervisors

1. Analyze work scope and evaluate hazards to determine whether the scheduled activity requires the presence of two or more employees. (Refer to Appendix A examples).
 - Working within a permit-required confined space (See PRC-RD-SH-11258, *Confined Spaces*).
 - Fighting an interior structural fire.
 - Applying a safety monitor system ("spotter") for fall protection (See PRC-RD-SH-8801, *Fall Protection*).
 - Performing hot work outside of a designated shop area (See HNF-RD-9900, *Hot-Work Performance Requirements*).
 - Working in atmospheres requiring the use of self-contained breathing apparatus (SCBA) or supplied breathing air system (See PRC-PRO-SH-120, *Respiratory Protection Program*).
 - Class I glove bag, glove box, and water spray operations relating to asbestos removal.
2. Develop contingencies for potential emergency situations.
3. Communicate and ensure understanding of appropriate emergency actions by employees engaged in work alone assignments.

NOTE: Communications media may include radio, telephone, cellular phone, face-to-face (scheduled check-ins).

4. Establish a means of communications with the lone worker.

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Actionee	Step	Action
NOTE: <i>The specific frequency of communication should be determined and agreed to between the manager and the employee before the work begins.</i>		

- Periodically contact employee to verify the well being of the employee working alone, with pre-determined action initiated if the employee does not respond

3.0 SOURCES

3.1 Requirements

10 CFR 851, U.S. Department of Energy, *Worker Safety and Health Program*.

49 CFR Part 395.3, U.S. Department of Transportation, Federal Motor Carrier Safety Regulations, *Hours of Service of Drivers - Maximum Driving and On Duty Time*

United States Nuclear Regulatory Commission (NRC), Office of Nuclear Reactor Regulation, Information Notice No. 91-36, *Nuclear Plant Staff Working Hours*

PRC-PRO-IRM-8310, *Document Control Processes*

3.2 References

HNF-RD-9900, *Hot-Work Performance Requirements*

PRC-PRO-SH-120, *Respiratory Protection Program*

PRC-RD-SH-8801, *Fall Protection*

PRC-RD-SH-11258, *Confined Spaces*

4.0 APPENDIXES

Appendix A

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Appendix A**Tasks Which Do Not Typically Support "Work Alone" Assignments****Recommendations**

It is impossible to provide a list of all jobs that may warrant the assignment of more than one employee to ensure worker safety. These are examples of jobs for which analysis and experience recommend the assignment of a minimum of two employees:

- Work on equipment where the nature of servicing or maintenance requires the equipment remains energized,
- Working with toxic, hazardous, or high pressure materials,
- Working within six feet of a recognized fall hazard which is not protected by a fall protection system,
- Removing and transporting potentially shock-sensitive chemicals (e.g., potentially unstable/subject to rapid decomposition if agitated),
- Work involving heavy machinery or equipment operations at isolated locations (hoisting or lowering heavy loads on cable tool drilling rigs),
- Working in extreme temperature or environmental conditions,
- Work presenting a significant shock or arc blast hazard,
- Entering a deactivated facility.